

It is expected that a Quorum of the Personnel Committee, Administration Committee, and Common Council will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
July 15, 2013
6:45 PM
or immediately following the Administration Committee

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [June 17, 2013](#)

D. ACTION ITEMS

1. [Street Use Application – Twisted Pistons Scholarship Cruise-In; Thursday, August 15, 2013; 2:00 PM – 10:00 PM; \(Twisted Pistons\)](#)
2. [Recommendation to Award – Contract Unit No. 2013-01; Midway Road Concrete Walk Construction; Al Dix Concrete, Inc.; \\$199,919.05](#)
3. [Recommendation to Submit Ballot Requesting Winnebago County to Refund the Recycling Revenue Surplus of \\$194,445.00 to Signing Municipalities Based upon each Municipality's Actual Tonnage Processed and Sold for Year 2012](#)

E. ADJOURNMENT

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
June 17, 2013
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 6:55 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Keehan, Zelinski, Englebert, Benner, Nichols, Taylor, Sevenich, Langdon

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, DPW Radtke, CDD Keil, Dpty Treasurer Sassman, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [June 3, 2013](#)

Moved by Ald. Benner, seconded by Ald. Keehan to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. [Change Order – Roger Bowers Construction, Inc.; Ninth Street Sewage Lift Station Improvements Project; Contract E145-13-01B Sewage FM Replacement; DEDUCT: \\$4,794.00 \(Change Order No. 1\)](#)

DPW Radtke explained the contractor recommended using directional boring instead of trenching for installing pipeline at the intersection of Plank Road and Melissa Street. This change is a savings for the City.

Moved by Ald. Nichols, seconded by Ald. Zelinski to recommend to Common Council Changer Order-Roger Bowers Construction, Inc, Ninth Street Sewage Lift Station Improvements Project, Contract E145-13-01B Sewage FM Replacement, Deduct \$4,794.00 (Change Order No. 1)

Motion carried on roll call 8-0

2. [Payment - Roger Bowers Construction, Inc.; Ninth Street Sewage Lift Station Improvements Project; Contract E145-13-01B Sewage FM Replacement; \\$151,118.25 \(Payment No. 1\)](#)

DPW Radtke explained this payment is for the Ninth Street Sewage Lift Station Improvement project and some of the Melissa Street Force Main Replacement project. This includes Change Order No. 1 to Roger Bowers Construction.

Moved by Ald. Langdon, seconded by Ald. Sevenich to recommend to Common Council Payment-Roger Bowers Construction, Inc, Ninth Street Sewage Lift Station Improvements Project, Contract E145-13-01B Sewage FM Replacement, \$151,118.25 (Payment No. 1)

Motion carried on roll call 8-0

3. [Request Authorization to Execute Intergovernmental Agreement to Satisfy Eligibility for Recycling Consolidation Grant for Calendar Year 2014](#)

DPW Radtke explained the agreement is for municipalities in Winnebago County to apply for the DNR Recycling Consolidation Grant. The City has participated in the past. Funds from the grant will be used to educate residents about recycling.

Moved by Ald. Benner, seconded by Ald. Zelinski to recommend to Common Council Request Authorization to Execute Intergovernmental Agreement to Satisfy Eligibility for Recycling Construction Grant for Calendar Year 2014

Motion carried on roll call 8-0.

4. [Resolution R-7-13 Acknowledging Review of City of Menasha 2012 Compliance Maintenance Annual Report Under Wisconsin Administrative Code NR 208](#)

DPW Radtke explained the City is required to file a Compliance Maintenance Annual Report with the DNR for the operation and maintenance of the sanitary sewer collection system. As stated in the Resolution, the City has achieved a grade of an A, so no corrective actions are necessary at this time.

Moved by Ald. Sevenich, seconded by Ald. Benner to recommend to Common Council Resolution R-7-13 Acknowledging Review of City of Menasha 2012 Compliance Maintenance Annual Report Under Wisconsin Administrative Code NR 208.

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Langdon, seconded by Ald. Sevenich to adjourn at 7:06 p.m.

Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk



STREET USE APPLICATION

Event: Twisted Pistons Cruise-in

Sponsored by: Twisted Pistons

Responsible Person: Randy Thomson

Address: 426 BROAD ST.
MENASHA WI

Email Address: randy@randallsautohaus.com Phone: 920-727-1820

Street Route: MAIN STREET Racine to chute / Mill Street

Description of Use (attach map)

Street Use Date:	<u>8/15/13</u>
Start Time:	<u>2:00 PM</u>
End Time:	<u>10:00 PM</u>
Number of Units:	<u> </u>
(Parades)	

Liability Insurance has been secured in the amount of \$ _____ with the City of Menasha named as the additional insured. This is primary insurance.

Insurance Company _____ Policy No. _____
 (Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured)

Date: _____ Applicant's Signature: Randall Thomson *pd Cash*

Permit Fee: Each application for a Street Use Permit shall be accompanied by a fee of \$25.00 along with a Special Event Fee of \$25.00. Please make checks payable to City of Menasha.

Note to events planning to use City Parks and/or greenspace: Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

TO BE COMPLETED BY CITY STAFF (Revised February 4, 2013)

Scheduled Park & Recreation Board Review Date: _____

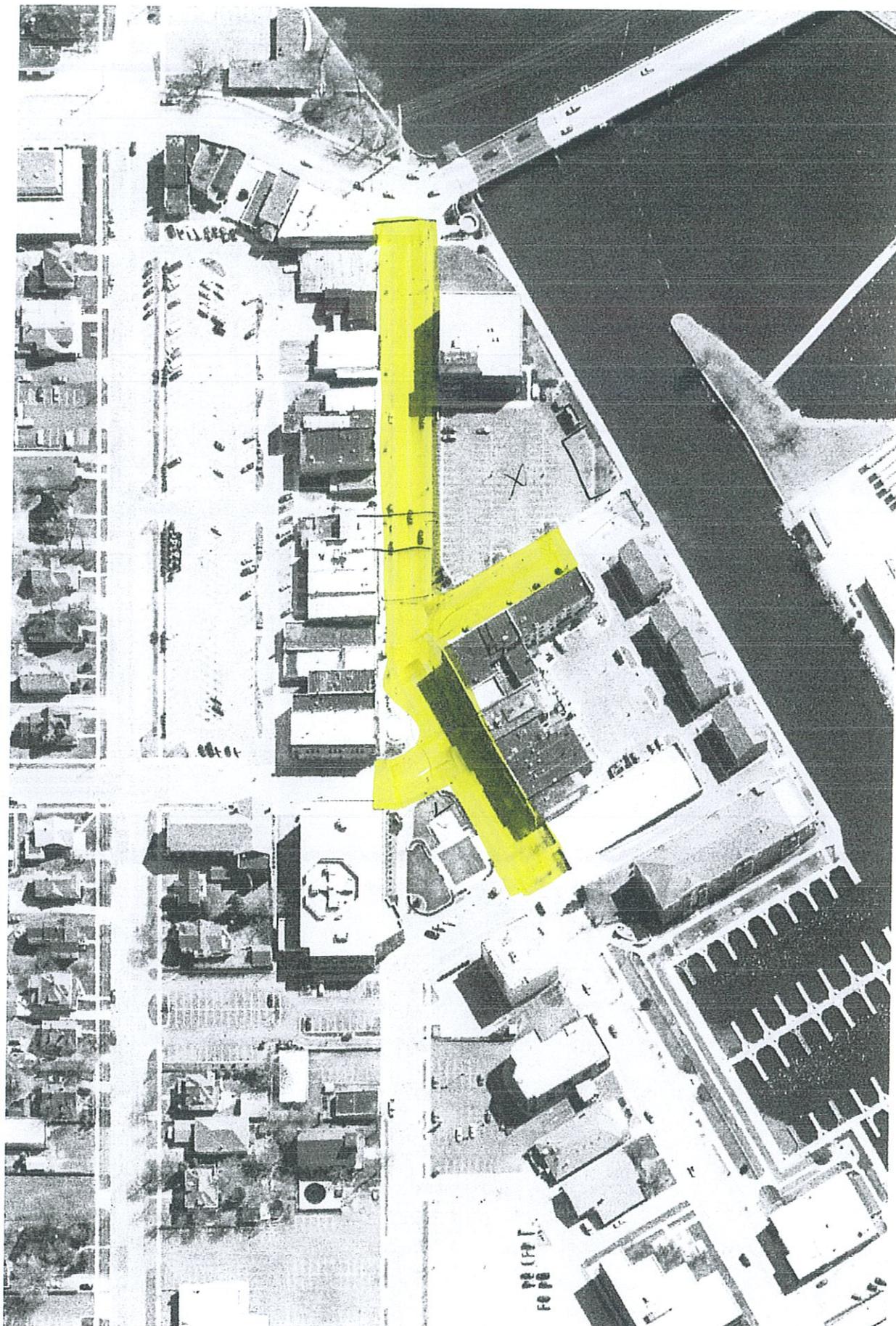
Not Required: Approved: _____ Denied: _____

Scheduled Common Council Review Date: 8-5-13

Approved: _____ Denied: _____

APPROVAL:

Police Dept. IS/ce Fire Dept. Vofeg Public Works Dept. MR City Attorney _____





Memorandum

DATE: July 11, 2013

TO: Board of Public Works

FROM: Mark Radtke, Director of Public Works *MR*

RE: Recommendation to Award – Contract Unit No. 2013-01; Midway Road Walk Construction; Al Dix Concrete, Inc.; \$199,919.05

The City of Menasha opened bids on Tuesday, July 9, 2013 for Contract Unit No. 2013-01, Midway Road Concrete Walk Construction. Five bids were received as indicated on the enclosed itemized bid tabulation. An alternate bid for linseed oil concrete cure was also submitted by each of the bidders.

The project consists of excavating the proposed sidewalk area, placement and grading of base material, construction of various thicknesses of concrete walk, construction of a retaining wall, lawn restoration, driveway restoration, and miscellaneous associated items. The City of Menasha and Town of Menasha have executed an inter-municipal agreement because a portion of this project is in the Town of Menasha. It is expected the Town will be providing its approval for this project at its next Town Board meeting, scheduled for July 22nd.

There were three bid irregularities discovered during our review. One involved the low bid submitted by Al Dix Concrete. An incorrect unit price was inadvertently listed for Items 4 and 5. If the listed unit prices for those items were used to calculate the total item price, the resulting total project price would have been substantially higher, but still below the next highest submitted bid, still resulting in Al Dix Concrete being the lowest qualified bidder. Al Dix Concrete has agreed in writing to the submitted total item prices for Items 4 and 5.

The other two bid irregularities involved a minor math error on one bid and an incorrect provision, in words, of the item unit prices. The bidder provided the item total price in words instead of the item unit price in words. If corrected, neither of these errors would result in any change regarding the low bidder.

In reviewing the low bidder's alternate bid for the use of a linseed oil concrete curing compound in lieu of the standard white pigmented resin type curing compound, I recommend accepting the alternate bid of \$1,000. Linseed oil based curing compound

provides excellent resistance to concrete scaling due to salt application over the first winter the concrete is in service. This is very important in the urban environment where appearance is very important due to a high level of public presence. I verified the acceptance of the additional linseed oil cost with the Town of Menasha's engineer.

The low bid, with the alternate bid, results in a total bid price of \$199,919.05. This amount is within the amount borrowed for this project. The special assessment hearing and resolution for this project have been completed. It is expected work will start in August with a final completion in October or November.

After reviewing the bids and finding them to be competitive and compliant, I recommend Contract Unit No. 2013-01 be awarded to Al Dix Concrete, Inc. of Kaukauna, Wisconsin in the amount of \$199,919.05, which includes Alternate Bid A for the use of linseed oil concrete cure.

Enclosure

Itemized Bid Tabulation
City of Menasha Contract Unit No. 2013-01
Midway Road Concrete Walk Construction
Midway Road - Various Locations from Fatima Street to Home Avenue

ITEM	QUANTITY	DESCRIPTION	BASE BID		AI Dix Concrete		Jim Fischer, Inc.		Vinton Construction Company	
			UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL
1	1,093	Unclassified Excavation for Sidewalk/CY	\$ 5.30	\$ 5,792.90	\$ 7.75	\$ 8,470.75	\$ 22.90	\$ 25,029.70		
2	795	Sawcut-Full Depth/LF	\$ 2.00	\$ 1,590.00	\$ 3.00	\$ 2,385.00	\$ 1.50	\$ 1,192.50		
3	1	Abandon Existing Storm Inlet Drain (STA 69+85)/Ea	\$ 100.00	\$ 100.00	\$ 600.00	\$ 600.00	\$ 1,000.00	\$ 1,000.00		
4	9.55	24" Diameter Storm Inlet Drain (Excluding Castings)/VF*	\$ 500.00	\$ 500.00	\$ 400.00	\$ 3,820.00	\$ 475.00	\$ 4,536.25		
5	18	8" Storm Sewer/LF*	\$ 500.00	\$ 500.00	\$ 50.00	\$ 900.00	\$ 250.00	\$ 4,500.00		
6	1	Abandon Existing Electric and Conduit (STA 69+50)/Ea	\$ 100.00	\$ 100.00	\$ 150.00	\$ 150.00	\$ 850.00	\$ 850.00		
7	33,985	4" Concrete Sidewalk/SF	\$ 2.80	\$ 95,158.00	\$ 3.02	\$ 102,634.70	\$ 2.92	\$ 99,236.20		
8	910	6" Concrete Sidewalk/SF	\$ 3.20	\$ 2,912.00	\$ 3.37	\$ 3,066.70	\$ 3.95	\$ 3,594.50		
9	883	8" Concrete Sidewalk/SF	\$ 4.00	\$ 3,532.00	\$ 3.77	\$ 3,328.91	\$ 4.39	\$ 3,876.37		
10	250	4" Concrete Sidewalk - Remove and Replace/SF	\$ 4.25	\$ 1,062.50	\$ 3.45	\$ 862.50	\$ 3.65	\$ 912.50		
11	1,149	4" Concrete Handicap Ramp with City Supplied Warning Detection Fields/SF	\$ 3.50	\$ 4,021.50	\$ 3.26	\$ 3,745.74	\$ 3.95	\$ 4,538.55		
12	9	Handicap Ramp Curb Cut/Ea	\$ 250.00	\$ 2,250.00	\$ 450.00	\$ 4,050.00	\$ 200.00	\$ 1,800.00		
13	2,704	6" Concrete Sidewalk with Roll/Transition Apron/SF	\$ 3.20	\$ 8,652.80	\$ 3.40	\$ 9,193.60	\$ 3.95	\$ 10,680.80		
14	2,437	8" Concrete Sidewalk with Roll/Transition Apron/SF	\$ 4.00	\$ 9,748.00	\$ 3.80	\$ 9,260.60	\$ 4.39	\$ 10,698.43		
15	578	6" Concrete Driveway Apron/SF	\$ 3.20	\$ 1,849.60	\$ 3.37	\$ 1,947.86	\$ 3.95	\$ 2,283.10		
16	646	8" Concrete Driveway Apron/SF	\$ 4.00	\$ 2,584.00	\$ 3.77	\$ 2,435.42	\$ 4.39	\$ 2,835.94		
17	10	Sidewalk and Driveway Apron Gap/Ea	\$ 50.00	\$ 500.00	\$ 175.00	\$ 1,750.00	\$ 50.00	\$ 500.00		
18	6,125	Various Depth Asphalt Driveway - Remove and Replace/SF	\$ 3.35	\$ 20,518.75	\$ 2.65	\$ 16,231.25	\$ 3.95	\$ 24,193.75		
19	72	7" Gravel Driveway - Remove and Replace/SF	\$ 2.00	\$ 144.00	\$ 2.00	\$ 144.00	\$ 2.00	\$ 144.00		
20	256	8" Concrete Driveway - Remove and Replace/SF	\$ 5.25	\$ 1,344.00	\$ 4.27	\$ 1,093.12	\$ 5.39	\$ 1,379.84		
21	24	Parking Lot Concrete Curb & Gutter - Remove and Replace/LF	\$ 20.00	\$ 480.00	\$ 25.00	\$ 600.00	\$ 40.00	\$ 960.00		
22	9	Utility Adjustment (Manholes, Pull Boxes and Roof Drain)/Ea	\$ 150.00	\$ 1,350.00	\$ 200.00	\$ 1,800.00	\$ 150.00	\$ 1,350.00		
23	23	Utility Adjustment (Water Valves)/Ea	\$ 1.00	\$ 23.00	\$ 50.00	\$ 1,150.00	\$ 70.00	\$ 1,610.00		
24	480	No. 4 Epoxy Coated Rebar/LF	\$ 1.00	\$ 480.00	\$ 1.50	\$ 720.00	\$ 0.70	\$ 336.00		
25	140	Retaining Wall (STA 55+10 to 56+50 +/-)/LF	\$ 46.50	\$ 6,510.00	\$ 47.04	\$ 6,585.60	\$ 57.00	\$ 7,980.00		
26	1	Landscaping Restoration (STA 65+80 to 66+20 +/-)/Ea	\$ 200.00	\$ 200.00	\$ 800.00	\$ 800.00	\$ 160.00	\$ 160.00		
27	8	Furnish and Install Pyramidal Arborvitae (5 to 6 Feet Tall (STA 65+80 to 66+20	\$ 100.00	\$ 800.00	\$ 800.00	\$ 6,400.00	\$ 170.00	\$ 1,360.00		
28	1	Landscaping Restoration (STA 76+00 to 77+00 +/-)/Ea	\$ 500.00	\$ 500.00	\$ 1,200.00	\$ 1,200.00	\$ 120.00	\$ 120.00		
29	3,960	Lawn Restoration/SY	\$ 4.60	\$ 18,216.00	\$ 3.85	\$ 15,246.00	\$ 2.95	\$ 11,682.00		
30	1	Traffic Control/LS	\$ 6,000.00	\$ 6,000.00	\$ 14,000.00	\$ 14,000.00	\$ 17,495.00	\$ 17,495.00		
31	1	Erosion Control/LS	\$ 500.00	\$ 500.00	\$ 3,500.00	\$ 3,500.00	\$ 1,120.00	\$ 1,120.00		

32	1	Construction Mobile/Demobile; Traffic Control; Erosion Control; Project Coordination; all incidental work; and all other Project Work Area Restoration and Clean-up to an equal and/or better preconstruction condition, as required and related to the overall Project/LS	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 0.01	\$ 0.01
TOTAL BASE BID (ITEMS 1-32)			\$	\$ 198,919.05	\$	\$ 229,071.75	\$	\$ 247,955.44
ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL
1A.	1	ALTERNATE BID A Linseed Oil Concrete Cure/LS	\$ 1,000.00	\$ 1,000.00	\$ 3,500.00	\$ 3,500.00	\$ 2,200.00	\$ 2,200.00
		Total Alternate Bid A (Item 1A)		\$ 1,000.00		\$ 3,500.00	\$ 2,200.00	
*Note: The item total prices submitted by AI Dix Concrete reflect the intent of the bidder for Items 4 and 5. The item total price was inadvertently listed as the unit price as well.								

Itemized Bid Tabulation
City of Menasha Contract Unit No. 2013-01
Midway Road Concrete Walk Construction
Midway Road - Various Locations from Fatima Street to Home Avenue

ITEM	QUANTITY	DESCRIPTION	Sommers Construction		Fischer & Ulman Construction	
			UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL
1	1,093	Unclassified Excavation for Sidewalk/CY	\$ 8.00	\$ 8,744.00	\$ 8.00	\$ 8,744.00
2	795	Sawcut-Full Depth/LF	\$ 2.50	\$ 1,987.50	\$ 4.00	\$ 3,180.00
3	1	Abandon Existing Storm Inlet Drain (STA 69+85)/Ea	\$ 800.00	\$ 800.00	\$ 1,000.00	\$ 1,000.00
4	9.55	24" Diameter Storm Inlet Drain (Excluding Castings)/VF	\$ 300.00	\$ 2,865.00	\$ 980.00	\$ 9,359.00
5	18	8" Storm Sewer/LF	\$ 50.00	\$ 900.00	\$ 120.00	\$ 2,160.00
6	1	Abandon Existing Electric and Conduit (STA 69+50)/Ea	\$ 2,500.00	\$ 2,500.00	\$ 2,200.00	\$ 2,200.00
7	33,985	4" Concrete Sidewalk/SF	\$ 3.20	\$ 108,752.00	\$ 4.47	\$ 151,912.95
8	910	6" Concrete Sidewalk/SF	\$ 4.00	\$ 3,640.00	\$ 4.70	\$ 4,277.00
9	883	8" Concrete Sidewalk/SF	\$ 5.00	\$ 4,415.00	\$ 5.50	\$ 4,856.50
10	250	4" Concrete Sidewalk - Remove and Replace/SF	\$ 5.50	\$ 1,375.00	\$ 5.47	\$ 1,367.50
11	1,149	4" Concrete Handicap Ramp with City Supplied Warning Detection Fields/SF	\$ 4.00	\$ 4,596.00	\$ 5.00	\$ 5,745.00
12	9	Handicap Ramp Curb Cut/Ea	\$ 200.00	\$ 1,800.00	\$ 600.00	\$ 5,400.00
13	2,704	6" Concrete Sidewalk with Roll/Transition Apron/SF	\$ 4.00	\$ 10,816.00	\$ 4.90	\$ 13,249.60
14	2,437	8" Concrete Sidewalk with Roll/Transition Apron/SF	\$ 5.00	\$ 12,185.00	\$ 5.75	\$ 14,012.75
15	578	6" Concrete Driveway Apron/SF	\$ 4.00	\$ 2,312.00	\$ 4.70	\$ 2,716.60
16	646	8" Concrete Driveway Apron/SF	\$ 5.00	\$ 3,230.00	\$ 5.50	\$ 3,553.00
17	10	Sidewalk and Driveway Apron Gap/Ea	\$ 500.00	\$ 5,000.00	\$ 350.00	\$ 3,500.00
18	6,125	Various Depth Asphalt Driveway - Remove and Replace/SF	\$ 4.00	\$ 24,500.00	\$ 7.00	\$ 42,875.00
19	72	7" Gravel Driveway - Remove and Replace/SF	\$ 4.00	\$ 288.00	\$ 6.00	\$ 432.00
20	256	8" Concrete Driveway - Remove and Replace/SF	\$ 6.00	\$ 1,536.00	\$ 6.50	\$ 1,664.00
21	24	Parking Lot Concrete Curb & Gutter - Remove and Replace/LF	\$ 50.00	\$ 1,200.00	\$ 50.00	\$ 1,200.00
22	9	Utility Adjustment (Manholes, Pull Boxes and Roof Drain)/Ea	\$ 300.00	\$ 2,700.00	\$ 700.00	\$ 6,300.00
23	23	Utility Adjustment (Water Valves)/Ea	\$ 150.00	\$ 3,450.00	\$ 190.00	\$ 4,370.00
24	480	No. 4 Epoxy Coated Rebar/LF	\$ 2.00	\$ 960.00	\$ 1.50	\$ 720.00
25	140	Retaining Wall (STA 55+10 to 56+50 +/-)/LF	\$ 60.00	\$ 8,400.00	\$ 53.00	\$ 7,420.00
26	1	Landscaping Restoration (STA 65+80 to 66+20 +/-)/Ea	\$ 1,500.00	\$ 1,500.00	\$ 1,255.00	\$ 1,255.00
27	8	Furnish and Install Pyramidal Arborvitae (5 to 6 Feet Tall (STA 65+80 to 66+20 +/-)/Ea	\$ 300.00	\$ 2,400.00	\$ 170.00	\$ 1,360.00
28	1	Landscaping Restoration (STA 76+00 to 77+00 +/-)/Ea	\$ 1,500.00	\$ 1,500.00	\$ 1,265.00	\$ 1,265.00
29	3,960	Lawn Restoration/SY	\$ 5.00	\$ 19,800.00	\$ 4.50	\$ 17,820.00
30	1	Traffic Control/LS	\$ 12,500.00	\$ 12,500.00	\$ 16,200.00	\$ 16,200.00
31	1	Erosion Control/LS	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00

32	1	Construction Mobile/Demobile; Traffic Control; Erosion Control; Project Coordination; all incidental work; and all other Project Work Area Restoration and Clean-up to an equal and/or better preconstruction condition, as required and related to the overall Project/LS	\$ 10,468.00	\$ 10,468.00	\$ 8,000.00	\$ 8,000.00		
TOTAL BASE BID (ITEMS 1-32)			\$	\$ 270,119.50	\$	\$ 351,114.90		
ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL
1A.	1	ALTERNATE BID A Linseed Oil Concrete Cure/LS	\$ 4,500.00	\$ 4,500.00	\$ 2,200.00	\$ 2,200.00		
Total Alternate Bid A (Item 1A)			\$	\$ 4,500.00	\$	\$ 2,200.00		



July 10, 2013

Board of Public Works
City of Menasha
Menasha, WI 54952

RE: Winnebago County Recycling Surplus Commodity Revenue Ballots for 2012 Funds

Members of the Board:

Winnebago County has established the surplus commodity revenue amounts for the 2012 operating year. For 2012, there is surplus revenue of \$355,059 to the Signing Municipalities and a deficit of \$160,614 to Winnebago County (see attached Winnebago County memo).

The City of Menasha and other Winnebago County participating municipalities are governed by an agreement with Winnebago County relative to the use of surplus revenue from its recycling operations. The decision whether, and how, the surplus revenue should be rebated to the signing municipalities is made by the municipalities representing 70% of the total population of the signing municipalities.

As the attached memo indicates, Winnebago County realized a deficit of \$160,614 in 2012 because the County is totally responsible for debt service. This year's ballot is asking the Signing Municipalities whether their entire surplus should be rebated to them, or if the amount should be reduced to cover the County deficit. The rebate amount would be reduced by \$160,614 to \$194,445 if the ballot results allow the Board to use rebated funds to cover the deficit. If the deficit is not covered by the reduced rebates, the likely result would be an increase in landfill tipping fees to cover the County deficit.

Using the reduced rebate amount of \$194,445 for all the Signing Municipalities, the City of Menasha's portion would be \$18,826. If the original rebate amount of \$355,059 is used, the City's portion would be \$34,370; however, we could expect increases to our landfill tipping fees in future years under this scenario.

Winnebago County Solid Waste and Recycling staff has been very helpful to the City in several ways in recent years:

1. Through coordination of the Recycling Consolidation Grant for a number of years which directs grant funds to the City and other smaller Signing Municipalities,
2. Providing a \$3.00/ton rebate to the City for solid waste tipping fees starting approximately in 2000 and continuing today, and

3. Recommending and participating in the Tri-County consortium (Brown, Outagamie, and Winnebago) which has saved the City significant dollars through higher commodity market values resulting in lower recycling tipping fees.

In order to help stabilize the landfill tipping fees, and to truly be a partner with Winnebago County, I recommend the City cast a ballot to refund the recycling revenue surplus of \$194,445 to Signing Municipalities based upon each municipality's actual tonnage processed and sold for year 2012 while allowing Winnebago County to retain \$160,614 of the surplus recycling revenue to avoid a 2012 County recycling deficit.. Be mindful that the ultimate decision is controlled by the prevailing ballot representing 70% of the total population of the signing municipalities.

Sincerely,

A handwritten signature in black ink that reads "Mark Radtke". The signature is written in a cursive style with a horizontal line extending from the end of the name.

Mark Radtke
Director of Public Works

Enclosures

LANDFILL / ADMINISTRATION
(920) 232-1800
FOX CITIES
(920) 727-2884
FAX
(920) 424-1189



RECYCLING FACILITY
(920) 232-1850
FOX CITIES
(920) 727-2896
FAX
(920) 424-4955

100 W. COUNTY RD. Y
OSHKOSH, WI 54901

Winnebago County

Solid Waste Management Board

The Wave of the Future

LANDFILL GAS FACILITY
(920) 232-1810
LANDFILL GAS FAX
(920) 424-7761

DATE: June 24, 2013
TO: Contracted Responsible Units
FROM: Jennifer Semrau - Recycling Specialist
RE: 2012 Surplus Commodity Revenue Ballot

Enclosed is the Signing Municipality Recycling Surplus Revenue Ballot for 2012 Funds. Please consider the options carefully and **return the ballot by August 23, 2013** with a copy of your city, town or village resolution or copy of the municipal board minutes authorizing this vote.

Those of you who attended the Annual Financial and Informational Meeting on April 25th will recall the discussion on the 2012 Financial Report. A copy of the report is enclosed. The report revealed a surplus to the Signing Municipalities of \$355,059 and a deficit to the County of \$160,614. The primary reason behind this is that the Winnebago County Solid Waste Management Board (WCSWMB) assumes the entire responsibility of the debt service on the Tri-County Single Stream Recycling Facility. You will see on the enclosed Financial Report in the Debt Service line, the amount of \$323,860 is in the County column only, with no portion of this passed to the Municipalities. The original 1993 County/Municipal Recycling Agreement shared debt service on the Winnebago County Material Recovery Facility with the Municipalities. When the Tri-County Single Stream Recycling Facility was constructed in 2008/2009, Winnebago County did not seek an Amendment to the 1993 County/Municipal Recycling Agreement to share the debt service. As a result, the debt service is shown only as an expense to the County and results in a deficit in 2012.

You will likely recall, WCSWMB experienced a similar deficit in 2011. However the Tri-County program made significant strides in increasing non-BOW (Brown, Outagamie, Winnebago) County tonnage in 2012. This resulted in the County's share of non-BOW revenue increasing from only \$12,275 in 2011 to \$103,595 in 2012. Despite commodity markets being markedly lower in 2012 versus 2011, Winnebago County was actually able to reduce its deficit, not increase it. WCSWMB hopes that further expansion of non-BOW tonnage will further decrease or eliminate our deficit situation in future years.

It is also important to remember that as an Enterprise Fund, the WCSWMB receives no County 'tax levy' funds and charges user fees or tip fees to cover the expenses of the operation. A deficit in the recycling program, therefore, would need to be covered by revenues from other areas of the operation, such as landfill tip fees. The WCSWMB strives to keep landfill tip fees as low as possible for our Municipalities and customers. The alternative to looking at landfill tip fees to cover the recycling deficit would be to reduce the recycling revenue rebate to the Signing Municipalities. The enclosed ballot asks Municipalities to consider this option. In so doing, the Signing Municipalities

would still receive surplus revenue in the amount of \$194,445 and allow the WCSWMB to 'break even' on the recycling program. I have enclosed a spreadsheet which provides the dollar amounts each Signing Municipality could expect to receive if the ballot results allow the WCSWMB to rebate \$194,445.

The WCSWMB appreciates the support and the partnership we have with our municipalities in our solid waste and recycling programs. This was demonstrated last year when the majority of our municipalities (representing 91% of the signing municipality population) voted to allow the County to cover its recycling deficit.

Thank you for carefully considering the enclosed ballot. Please feel free to contact me at (920) 232-1853 or jsemrau@co.winnebago.wi.us with any questions or clarifications on the ballot or financial report.

**WINNEBAGO COUNTY
SIGNING MUNICIPALITY RECYCLING SURPLUS REVENUE BALLOT FOR 2012 FUNDS
JUNE 24, 2013**

**ARTICLE IX
FURTHER AMENDMENTS**

The County and the Signing Municipalities agree that this initial Agreement may be further amended and/or supplemented by written agreement of both the County and Signing Municipalities representing 70% of the total population of Signing Municipalities.

**ARTICLE VI
FUNDING**

- B. The County shall have the right to collect any and all revenues from the sale of recycled materials processed by the County under this Agreement.
1. From the time of the County MRF's opening until December 31, 1994, said revenues from Signing Municipalities shall be applied to the cost of construction, purchase and operation for all structures, equipment and personnel required by the County to perform its obligations under the Agreement. In the event that revenues from Signing Municipality processing fees and material sales exceed the cost of program operation, the net profit shall be rebated after year's end to Municipalities signing this Agreement. Rebates shall be based upon each Municipality's actual tonnage processed during that calendar year.
 2. After January 1, 1995 the processing fee per ton shall be set to reflect the anticipated cost of services provided. The County shall maintain revenue rebates from Signing Municipality material sold during the year 2012 in the amount of one hundred sixty thousand, six hundred and fourteen dollars (\$160,614.00) to avoid a 2012 recycling deficit and rebate one hundred ninety-four thousand, four hundred and forty-five dollars (\$194,445.00) to the Signing Municipalities.

Please check the appropriate box for your municipality's choice, sign and indicate individual title, date and return this ballot on or before August 23, 2013 (include a copy of your city, town or village resolution or a copy of the municipal board meeting minutes authorizing this vote).

Winnebago County shall maintain \$160,614.00 of the surplus recycling revenue to avoid a 2012 County recycling deficit and rebate \$194,445.00 to the Signing Municipalities based on the Municipality's actual tonnage processed and sold for year 2012.

Winnebago County shall refund the recycling revenue surplus of \$355,059.00 to Signing Municipalities based upon each Municipality's actual tonnage processed and sold for year 2012.

Signature

Print Name

Municipality

Title

Date Signed

Tonnage Thru December 2012

	Actual	Budget
Signing Municipalities	12,278	11,500
County	1,252	1,000
Total	13,530	12,500

**Winnebago County Solid Waste Management
Material Recovery Facility
Unaudited Income Statement December 31, 2012**

Revenue	Budget		Actual		Signing	
	Per Ton	Total	Total	Per Ton	Municipalities	County
Commodity Revenue	32.00	400,000	521,602	38.55	473,335	48,266
Commodity Revenue (Non BOW)	-	-	103,595	7.66	-	103,595
Tire Revenue	0.90	11,250	12,786	0.94	-	12,786
Appliance Revenue	1.44	18,000	15,639	1.16	-	15,639
Electronics Revenue	0.80	10,000	12,998	0.96	-	12,998
Signing Municipality Revenue	4.60	57,500	60,891	4.50	55,257	5,635
Cost Share (Outagamie County) SS Hauling	10.00	125,000	163,171	12.06	148,072	15,099
Sale of Scrap/Misc	0.96	12,000	9,661	0.71	-	9,661
Total Revenue	\$ 50.70	\$ 633,750	\$ 900,342	\$ 66.54	\$ 676,664	\$ 223,678

Expenses

Labor Costs	\$ 6.28	\$ 85,030	\$ 126,435	\$ 9.34	\$ 114,735	\$ 11,700
Travel	0.15	2,080	1,640	0.12	1,488	152
Office	0.44	5,950	2,141	0.16	1,943	198
Operating Expenses	0.40	5,440	10,163	0.75	9,223	940
Education/Advertising	0.74	10,000	9,639	0.71	8,747	892
Repairs	0.17	2,260	7,770	0.57	7,051	719
Utilities	0.18	2,425	6,461	0.48	5,864	598
Contracts	13.98	189,175	208,598	15.42	164,215	44,383
Miscellaneous	0.02	335	3,348	0.25	3,038	310
Debt Service	23.14	313,107	323,860	23.94	-	323,860
Depreciation	0.02	213	5,842	0.43	5,301	541
Total Expenses	\$ 45.53	\$ 616,015	\$ 705,898	\$ 52.17	\$ 321,605	\$ 384,292
Net Surplus/(Deficit)	\$ 5.17	\$ 17,735	\$ 194,445	\$ 14.37	\$ 355,059	\$ (160,614)

Tonnage Thru December 2012

	Actual	Budget
Signing Municipalities	12,278	11,500
County	1,252	1,000
Total	13,530	12,500

Winnebago County Solid Waste Management
Material Recovery Facility
Unaudited

Year	Total	Net Surplus/(Deficit) County	Signing Muni's
1995	891,709	254,209	637,500 (1)
1996	(106,122)	(53,612)	(52,510) (1)
Reduce Debt Funding	(584,980)	-	(584,980)
1997	68,362	6,808	61,554 (2)
1998	47,847	(33,250)	81,097 (2)
1999	(114,586)	(44,747)	(69,839) (2)
2000	234,571	30,246	204,325 (2)
2001	(93,822)	(26,249)	(67,574)
2002	37,144	(31,004)	68,149 (2)
Reduce Debt Funding	(158,469)	-	(158,469) (3)
2003	63,099	13,199	49,900 (2)
2004	471,432	85,786	385,646 (2)
2005	389,568	41,489	348,079
2006	238,580	55,643	182,937
Refund Portion of Surplus	(523,047)	-	(523,047) (4)
2007	252,971	49,451	203,520
Refund Surplus	(766,278)	-	(766,278) (5)
2008	469,656	44,236	425,420 (6)
2009	(28,459)	(142,690)	114,231
Refund Surplus	(539,651)	-	(539,651) (6)
2010	109,394	(221,493)	330,887 (7)
Refund Surplus	(330,887)	-	(330,887) (7)
2011	780,911	(171,470)	952,381
Refund Surplus	(780,911)	-	(780,911) (8)
Signing Muni's Vote to Offset County 2011 Deficit	194,445	171,470	(171,470) (9)
2012	222,467	(160,614)	355,059 (10)
Total Net Surplus/(Deficit)	222,467	(132,592)	355,059

- (1) Used to reduce debt funding for second expansion in 1996 as authorized.
- (2) Excess commodity revenue was reserved for tipping fee stabilization as authorized.
- (3) Used to pay off all remaining debt.
- (4) 2005 - 2006 refunded surplus \$523,047.
- (5) 1997 - 2004 and 2007 refunded surplus \$766,278.
- (6) 2008 - 2009 refunded surplus \$539,651.
- (7) 2010 - refunded surplus \$330,887.
- (8) 2011 - refunded surplus \$780,911.
- (9) 2011 - County maintain \$171,470 to cover deficit.
- (10) 2012 - surplus revenues \$355,059.00.

2012 Surplus Commodity Revenue Distribution Based on Tonnage

Municipality	2012 SS Tonnage	% of Refund	\$ Refund
Town of Algoma	663.8	5.41%	\$ 10,512.00
Town of Black Wolf	279.6	2.28%	\$ 4,427.77
Town of Clayton	458.0	3.73%	\$ 7,252.93
Town of Menasha	1,373.5	11.19%	\$ 21,750.87
Town of Neenah	396.1	3.23%	\$ 6,272.67
Town of Nekimi	139.2	1.13%	\$ 2,204.38
Town of Omro	107.3	0.87%	\$ 1,699.21
Town of Vinland	229.1	1.87%	\$ 3,628.05
Town of Winneconne	233.9	1.90%	\$ 3,704.06
Town of Wolf River	71.5	0.58%	\$ 1,132.28
Village of Winneconne	201.0	1.64%	\$ 3,183.05
City of Menasha	1,188.8	9.68%	\$ 18,825.94
City of Neenah	2,156.5	17.56%	\$ 34,150.53
City of Omro	254.1	2.07%	\$ 4,023.95
City of Oshkosh	4,526.2	36.86%	\$ 71,677.31
Total Tonnage	12,278.6		\$ 194,445.00
Total Refunded		\$ 194,445.00	